

United States Department of Agriculture
Agricultural Marketing Service
Fruit and Vegetable Division

Fresh Products Branch Directive

FPB-403
3/30/90

BILLING FEDERAL MARKET OFFICES FOR COLLABORATOR SERVICES

I. PURPOSE

This directive prescribes the general policy and procedures to be used by Federal/State inspection offices when billing a Federal market (FM) office for relief services performed by a State collaborator.

II. BILLING FORM AND CHARGE COMPUTATION

A. Services Rendered to Federal Markets: Federal/State offices should prepare Form FV-214, "Collaborator Services Rendered To Federal Markets," when collaborators perform relief services at a FM office location.

B. Computation of Charges:

1. Service Time for Collaborator Relief Assignments.

Bill the actual cost of salary and benefits for all inspector hours. Identify the charges for salary and for benefits separately on the FV-214. The hours worked should correspond to the record of relief inspector hours kept by the Federal market officer-in-charge.

2. Expenses. Charge all actual expenses incurred in travel to and from the relief station and in the performance of the relief service, (e.g. mileage, tolls, per diem, etc). Identify the expenses on the FV-214, being as specific as possible.

III. PREPARING THE FV-214 FORM

Complete each of the areas designated by column or block title with the following information. (See Exhibit A in which the lettered areas correspond to the letters of the outline below.) If more than one collaborator was provided during the period, be sure to enter charges for each separately.

A. "Federal Market Office Receiving Service": Enter the name of the FM office that received the relief service.

B. "Month & Year of Corresponding FV-218": Enter the month and year of the FV-218 form upon which the State received credit for the relief services.

Distribution: HQ, REG, CM, and FS

C. "Name of Collaborator and Date(s) of Service":

1. Name of the collaborator who performed the inspection service; and

2. Date(s) when the service(s) was performed.

D. "Salary for Hours Worked": Enter the salary paid by the State to the collaborator for the regular hours and overtime hours worked during the relief assignment.

E. "Benefits for Hours Worked": Enter the benefits paid by the State to the collaborator for the time spent in providing the relief service.

F. "Total Salary & Benefits for Hours Worked": Enter the total charge for the salary and benefits.

G. "Expenses Incurred": Identify and enter the total for each expense incurred in the performance of the relief service, e.g. per diem, mileage, tolls, etc.

H. "Total Charge For Service": Enter the total of all charges for the relief assignment.

I. "Grand Total For All Services": Enter the sum of all amounts under the "Total Charge For Service" column.

J. "Credit the SPI/CM Program of the State of ...": Enter the name of the State which has provided the relief service.

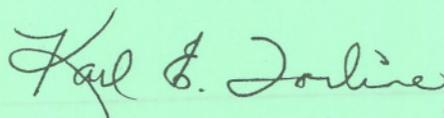
K. "Federal Supervisor": The Federal supervisor must sign this block to validate the FV-214.

IV.
DISTRIBUTING
THE FV-214

Distribute the original and copies of the FV-214 as follows:

Original FV-214 shall be retained and attached to the FV-218 upon which the State received credit for the services. Forward these forms by the 20th day of the following month to the Program Operations and Review Section at the following address:

USDA, AMS, F&V, FPB
Federal/State Accounts
P.O. Box 96456, Room 2056-S
Washington, DC 20090-6456



Branch Chief

Attachments

A: EXAMPLE OF A COMPLETED FV-214 FORM, "COLLABORATOR SERVICES RENDERED TO FEDERAL MARKETS"

| U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT & VEGETABLE DIVISION FRESH PRODUCTS BRANCH | | FEDERAL MARKET OFFICE RECEIVING SERVICE | | | |
|---|---|---|--|---|--------------------------|
| COLLABORATOR SERVICES RENDERED TO FEDERAL MARKETS | | (A) Norfolk MONTH & YEAR OF CORRESPONDING FV-218 (B) December 1990 | | | |
| NAME OF COLLABORATOR AND DATE(S) OF SERVICE | SALARY FOR HOURS WORKED | BENEFITS FOR HOURS WORKED | TOTAL SALARY & BENEFITS FOR HOURS WORKED | EXPENSES INCURRED | TOTAL CHARGE FOR SERVICE |
| (C) Dan P. Nutt December 6-22, 1989 | (D) Regular: 104 hrs. @\$12.27 =\$1,276.08 Overtime: 31 hrs. @ \$18.68 = \$579.08 | (E) \$344.59 | (F) \$2,199.75 | (G) POV 1,784 mi. @ .24/mile = \$428.16 Per Diem (meals) = \$131.90 Total = \$560.06 | (H) \$2,759.81 |
| Credit the SPI/CM Program of the State of ... | (J) Virginia | (I) GRAND TOTAL FOR ALL SERVICES | \$ 2,759.81 | | |
| REMARKS | | INSTRUCTIONS: Prepare form in accordance with FPB Directive 403. Remit the completed form with corresponding FV-218 to: USDA, AMS, FVD, FPB Federal - State Accounts Room 2056 - S P.O. Box 96456 Washington, DC 20090-96456 | | | |
| FEDERAL SUPERVISOR (SIGNATURE) | | (K) Milt Gray /s/ | | | |
| FORM FV 214 (3-90) | | | | | |

